




Payroll Processes

QUICK REFERENCE GUIDE

WT3009: Gross Amount Payment or Adjustment

Note: Check the Knowledge Center for helpful information on how to enter data in KHRIS.

*Agency needs to make a payment for a specific amount or reduce future wage for a specific amount. Note: Agencies **MUST** utilize “Maintain Text” to document the reason for using WT3009. WT3009 should not be used if the function desired can be achieved through other means of KHRIS processing.*

1. Use transaction PA30 and enter the employee personnel number.
2. Select the Payroll tab.
3. Select 0015, Additional Payments, and click the “Create” icon. 
4. Date the record with the first day of the current pay period date. Use wage type **3009**, enter a positive amount to create **payment** in the amount indicated or a **negative** amount to reduce the next payment in the **Amount** field.
5. Before exiting the IT0015, click on ‘EDIT’ on the top line and from the dropdown box select ‘Maintain Text’. This will open up a free form text box and the HRG can enter an explanation of why WT3009 is necessary. This text does not replace the agency need to maintain documentation related to the payment or adjustment. Click the “Save” icon  to save the text.
6. Click the “Save” icon  again to exit IT0015.